

# Forms & Applications- Crossing Application Form



MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION

(Leave box blank for stamp)

## APPLICATION/AGREEMENT FOR ALTERATION, ABOLISHMENT OR CONSTRUCTION OF A PUBLIC HIGHWAY / RAIL GRADE CROSSING, GRADE SEPARATION STRUCTURE, OR BOTH

### SECTION 1. INTRODUCTION

The purpose of this Application/Agreement is to request approval to:

(Check each box  
that applies)

☐

ALTER

☐

ABOLISH

☐

CONSTRUCT

a public highway/rail grade crossing or grade separation structure, or both,  
as further described below.

APPLICATION/AGREEMENT  
NUMBER

(To be assigned by MoDOT)

Upon information and belief, Applicant states that public necessity will not be adversely affected, and public safety will be promoted, by so altering, abolishing, or constructing the facilities as described in this Application.

### SECTION 2. INTERESTED PARTIES

Each party identified in this section is known to have an interest in the project described in this Application/Agreement. (Please include each party that has an interest in the project, which differs from the general public interest.)

#### 1. PUBLIC ROAD AUTHORITY

(List Agency or Official that has  
responsibility to construct or maintain  
public street or road at project location)

#### 2. RAILROAD CORPORATION

(List each company that owns or  
operates over railroad tracks at the  
project location)

#### 3. OTHER INTERESTED PARTY

(List each party that has an interest  
in this project or location, *which is  
different from that of the general public*)

1A. Name of Party

2A. Name of Party

3A. Name of Party

Contact Person/ ATTN:

Contact Person/ ATTN:

Relationship to Project or Location

Address

Address

Address

City, state, zip

City, state, zip

City, state, zip

Telephone No.

Telephone No.

Telephone No.

1B. Name of Party

2B. Name of Party

3B. Name of Party

Contact Person/ ATTN:

Contact Person/ ATTN:

Contact Person/ ATTN:

Address

Address

Address

City, state, zip

City, state, zip

City, state, zip

Telephone No.

Telephone No.

Telephone No.

APPLICANT: Which of the above parties is filing this  
Application/Agreement? 1\_\_ 2\_\_ 3\_\_

**SECTION 3. PUBLIC HIGHWAY / RAIL CROSSING PROJECT LOCATION**

The Applicant seeks to improve the highway/rail crossing location described in this section:

US DOT Crossing Inventory Number:		Roadway Classification:	
Route Number:		Roadway Name:	
<input type="checkbox"/> In / <input type="checkbox"/> Ne ar	City/Town/Village	County:	
Railroad/Division/Subdivision:		Railroad Milepost:	

**SECTION 4. PROJECT SUMMARY****4A. REQUIRED DOCUMENTS**

Applicant seeks approval of the project as described in the detailed plans, specifications and cost estimates, which are attached as exhibits and incorporated by reference into this Application/Agreement. Applicant has checked each applicable box below, to confirm that these required documents are attached to this Application/Agreement:

☐ DETAILED PLANS    ☐ SPECIFICATIONS    ☐ COST ESTIMATES

**4B. SCOPE OF WORK AND APPORTIONMENT OF WORK AND COSTS**

The table below summarizes Applicant's proposal for the scope of the work to be performed in this project (as described in the detailed plans, specifications, cost estimates, and agreements, if any), which party shall perform the work, and how the costs of the work should be apportioned among the interested parties.

PLEASE NOTE: If Applicant is requesting payment from the Grade Crossing Safety Account for any of the project costs, please write "GCSA" in the "Responsible Party/ Fund" column.

SCOPE OF WORK (Description)	APPORTIONMENT OF WORK		APPORTIONMENT OF COSTS		
	Responsible Party	Projected Completion Date	Responsible Party / Fund	Percentage of Cost for Work	Estimated Costs
1.				%	\$
2.				%	\$
3.				%	\$
4.				%	\$
5.				%	\$
6.				%	\$
TOTAL COST ESTIMATE FOR PROJECT AS DESCRIBED ABOVE:					\$

**SECTION 5. GENERAL QUESTIONS FOR ALL APPLICANTS**

**EVERY APPLICANT MUST PROVIDE WRITTEN ANSWERS TO EACH OF THE GENERAL QUESTIONS IN THIS SECTION:**

7. Are there any other existing grade crossings that could or should be eliminated because of your project? If so, please give their USDOT numbers and street names:

8. In each direction from the project location, how far is it to the nearest public crossings or grade separations over the same railroad line?

9. How many traffic lanes exist on the roadways at the project location?

10. What are the directions of the traffic lanes (eastbound, westbound, etc.) at the project location?

11. Are there or will there be pedestrian sidewalks or walkways at the project location?

SECTION 5. GENERAL QUESTIONS FOR ALL APPLICANTS
12. What is the angle of intersection of the roadway and the railroad at the project location?
13. What is the alignment of the roadway at the project location – straight or curve?
14. What is the width of the roadway at its crossing with the railroad tracks at the project location?
15. Who is responsible for maintaining the roadway on each side of the track crossing at the project location?
16. What is the roadway surface made of, on both sides of the track crossing at the project location?
17. What specific types of vehicles use the roadway at the crossing? (i.e. school buses, commercial vehicles carrying hazardous materials, etc.)
18. What is the roadway speed limit at the project location?
19. If known, what is the average annual daily traffic of motor vehicles at the project location?
20. If known, what are the daily number and the types of train movements (passenger, freight, switching) at the project location?
21. Please state the number of railroad tracks at the project location, and if known, what types of railroad track they are (main, siding, spur, house, industrial, etc.):
22. What is the alignment of the track at the project location – straight or curve?
23. What is the estimated width of the railroad right-of-way at the project location?
24. What provisions will be required for drainage at the project location?
25. What is the height of any overhead utility wires within the project area?
26. Please state the names of all other railroads operating over the crossing at the project location:
27. What is the timetable train speed limit at the project location (if known)?
28. Please provide the number and date of each accident, crash or collision known to you, which occurred at this crossing, involving highway users and trains, and how many persons were injured and killed in each accident:
29. Who will maintain the safety improvements you are seeking after they are completed?

SECTION 6. SPECIFIC QUESTIONS RELATING TO NEW AT-GRADE CROSSINGS
Each Applicant seeking approval to construct any <b>NEW</b> highway / rail grade crossings must provide written answers to each of the additional questions in this section. Otherwise proceed to section 7.
30. What is the general character of the area (urban, rural, industrial, etc.)?
31. Are there any applicable zoning restrictions in the project area?
32. Please describe the approach grades of the roadway(s) at the project location, on both sides of the tracks.
33. Is the railroad track on fill, or in a cut, at the project location?
34. Will railroad equipment be stored within 250' of the crossing?
35. What new warning devices or alteration of existing warning devices are you seeking?

<b>SECTION 6. SPECIFIC QUESTIONS RELATING TO NEW AT-GRADE CROSSINGS</b>
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36. Why is a grade separation impracticable for the project location?		
37. What is (are) the proposed type and dimensions of the crossing surface(s) for this project?		
38. Please state the location and description of any obstructions, at or near the crossing, which could obscure a motorist's view of approaching trains:		
39. If known, state the distances along the track where unrestricted view of approaching trains may be obtained, from locations 25, 50, 100, and 300 feet from the track on the approach to the crossing. (PLEASE NOTE: This Application does not give the Applicant any legal authority or permission to trespass on railroad tracks, or upon other private property, in order to measure these distances!) Permission from the appropriate railroad must first be obtained before measuring these distances.		
From 25'	W-S of track can see	Feet N-E, and feet S-W.
From 50'	W-S of track can see	Feet N-E, and feet S-W.
From 100'	W-S of track can see	Feet N-E, and feet S-W.
From 300'	W-S of track can see	Feet N-E, and feet S-W.
From 25'	E-N of track can see	Feet N-E, and feet S-W.
From 50'	E-N of track can see	Feet N-E, and feet S-W.
From 100'	E-N of track can see	Feet N-E, and feet S-W.
From 300'	E-N of track can see	Feet N-E, and feet S-W.

<b>SECTION 7. SPECIFIC QUESTIONS RELATING TO GRADE SEPARATION STRUCTURES</b>
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Each Applicant seeking approval to construct, alter or abolish any highway / rail grade separation structure, (either highway / rail underpasses or overpasses), must provide written answers to each of the additional questions in this section. Otherwise proceed to Section 8.
40. What is the overall length and width of the grade separation structure?
41. What type of structural materials—wood, concrete, steel, etc.—do you propose to use in this project?
42. What are the minimum proposed vertical and horizontal clearance distances between the tracks and the proposed grade separation structure?

<b>SECTION 8. WAIVER OF HEARING (Optional)</b>
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Does the Applicant waive a hearing before the Administrative Hearing Commission, and submit this Application/Agreement to the Missouri Highways and Transportation Commission and Department of Transportation for the issuance of an Administrative Order deciding this matter, provided that no other interested party requests a hearing from the Administrative Hearing Commission on this case?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>SECTION 9. ATTORNEY SIGNATURE AND ENTRY OF APPEARANCE (Optional)</b>
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The undersigned attorney at law hereby enters his or her appearance as legal counsel on behalf of the Applicant, in relation to this Application/Agreement, and in relation to all proceedings pursuant to the Application/Agreement within the jurisdiction of the Missouri Highways and Transportation Commission and the Department of Transportation.	
A.) Attorney's Signature	Name (printed)
Date signed	B.) Law Firm Name

IN WITNESS WHEREOF, the parties hereto have caused this Application/Agreement to be executed by their duly appointed officials.

Local Road Authority executed same pursuant to Ordinance No. \_\_\_\_\_, of said Local Road Authority, approved on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Executed by Local Road Authority this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Executed by Railroad this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Executed by Other Interested Party this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The undersigned individuals hereby declare under penalty of perjury, under the laws of Missouri and of the United States, that all the information stated in this Application/Agreement, and in any documents incorporated by reference in this Application/Agreement, are true and correct to the best of their knowledge and belief, and that each of the below signed individuals are authorized to execute this Application/Agreement.

LOCAL ROAD AUTHORITY

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

RAILROAD

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

OTHER INTERESTED PARTY

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Submit Completed And Signed Application To:

Missouri Department of Transportation  
Multimodal Operations  
Administrator of Railroads  
P.O. Box 270  
Jefferson City, Missouri 65102

# Railroad Reporting Requirements- There is a 24 Hour Emergency Number that all railroads must use to report certain accidents, report fatalities, and other situations of an emergency nature. A copy of this rule is provided below:

## 4 CSR 265-8.010 Accidents

(1) Every railroad and street railroad corporation engaged in business in this state is ordered to give notice to this division of railroad accidents as set forth in this rule.

(A) The division will be furnished with prompt telephone notice, twenty-four (24) hours a day for the following accidents:

1. Hazardous material incident. At the earliest practicable moment, each carrier who transports hazardous materials shall give notice, in accordance with subsection (1)(C) of this rule, after each incident that occurs during the course of transportation (including loading, unloading and temporary storage) in which as a direct result of hazardous materials—

A. A person is killed;

B. A person receives injuries requiring his/her hospitalization;

C. Estimated carrier or other property damage exceeds fifty thousand dollars (\$50,000);

D. Fire, breakage, spillage or suspected radioactive contamination occurs involving shipment of radioactive material;

E. Fire, breakage, spillage or suspected contamination occurs involving shipment of etiologic agents; or

F. A situation exists of a nature that, in the judgment of the carrier, it should be reported in accordance with subsection (1)(C) of this rule even though it does not meet the criteria of subparagraph (1)(A)1.A., B. or C. of this rule, for example, a continuing danger to life exists at the scene of the incident;

2. Major railroad accident. All derailments, collisions or other train accidents when ten (10) or more cars derail on trackage where trains operate at speeds greater than ten (10) miles per hour; and

3. Fatal grade crossing accident. All accidents which occur at grade crossings that involve railroad rolling equipment which results in a fatality.

(B) The division will be furnished with prompt telephone notice during regular working hours for the following accidents:

1. All grade crossing accidents which involve railroad rolling equipment that result in a personal injury of which the railroad has knowledge;

2. All derailments, collisions or other train accidents when five (5) or more cars are derailed;

3. All accidents which result in the loss of life to any person as a result of railroad operations; and

4. All accidents which involve AMTRAK, or any other passenger train.

(C) Reports made in accordance with subsections (1)(A) and (B) of this rule will—

1. Be made to the Railroad Safety Section at (573) 751-4291; and

2. Provide the following information:

A. Name of the official making report;

B. Phone number where the official can be reached;

C. Name of the carrier involved;

D. Date, time, location and type of accident;

E. Equipment involved, if the information is available;

F. Classification, name and quantity of hazardous materials involved if the information is available; and

G. Number of persons killed or injured.

(2) A Written Report of the Accident Shall Be Prepared by the Railroads or Street Railroads.

(A) Each railroad or street railroad which submits a report of Hazardous Materials Incident in accordance with paragraph (1)(A)1. of this rule shall file a copy of the report made to the United States Department of Transportation as required in 49 CFR 171.16 which is incorporated by reference in this rule, within the same time period as prescribed by the United States Department of Transportation.

(B) Each railroad or street railroad shall submit to the division a monthly report of all accidents which must be reported to the United States Department of Transportation and shall include all other accidents at grade crossings involving rolling equipment of which the railroad has knowledge. The form of these reports shall be the same forms as required by the United States Department of Transportation. The monthly reports of accidents shall be prepared in accordance with the Federal Railroad Administration (FRA) Guide for Preparing Accident/Incident Reports which is incorporated by reference in this rule.

(3) The details of any accident or delay to traffic not specifically provided for in this rule, upon request, shall be furnished the division immediately by the common carrier.